



17555 PEAK AVENUE MORGAN HILL CALIFORNIA 95037

LIBRARY COMMISSION

After Action
REGULAR MEETING

AUGUST 11, 2003

Morgan Hill Civic Center

Council Chambers
17555 Peak Avenue

LIBRARY COMMISSION

Chair	Jeanne Gregg
Vice-Chair	Charles Dillmann
Commissioner	Kathleen Stanaway
Commissioner	Charles Cameron
Commissioner	George Nale
Commissioner	Mary Ellen Salzano
Commissioner	Einar Anderson
Commissioner	John Boyne
Commissioner	Ruth Phebus

7:00 P.M.

CALL TO ORDER

Chair Gregg called the meeting to order at 7:03 p.m.

ROLL CALL ATTENDANCE

Absent: Commissioner Phebus

DECLARATION OF POSTING THE AGENDA

Per Government Code 54954.2

PLEDGE

Pledge was led by Chair Gregg

OPPORTUNITY FOR PUBLIC COMMENT

None

REPORTS

1. COUNTY LIBRARY REPORT

Legislation-Funding & Budgeting

County Librarian Melinda Cervantes
Deputy County Librarian Sarah Flowers

County Librarian Melinda Cervantes reported the State has adopted its budget. The impact of the budget on the County Library is as follows:

- Motor Vehicle In-lieu Fees (VLF): The State is returning to the VLF levels of 2 years ago but, will not implement the change for 3 months. The State will not “backfill” the amounts owed to cities and counties during that 3 month period. The loss in revenue to the County Library is estimated at \$370,000.
- Public Library Foundation (PLF): The State has dropped funding from a high of \$58 million in 2001 to \$15.8 million. The loss in revenue to the County Library is \$421,000.
- Transaction Based Reimbursement (TBR): The State has funded TBR at \$12.1 million, the same as last fiscal year. The County Library anticipates receiving \$1.4 million in TBR revenue.
- **Total loss to the County Library from State budget decisions is \$791,000.**

Ms. Cervantes also reported the JPA has entered into a contract with a political consultant, Phil Giarrizo, to assist with planning for the renewal of the Library benefit assessment. The current assessment expires in June 2005 and the JPA will be placing a special tax on the March 2004 election ballot. Ms. Cervantes asked any Commissioners who would like to volunteer on the campaign, call Nancy Howe at the Morgan Hill Library. Ms. Cervantes handed out lists of the Campaign Steering Committee, the Community Campaign Coordinators and an agenda of the July 17th Community Coordinators meeting. Ms. Cervantes stated donations to the Library campaign now total \$16,500 and an additional \$16,000 has been pledged by the Friends of Campbell, Morgan Hill and Saratoga Libraries.

Ms. Cervantes announced the Library completed the upgrade to its system-wide online catalogue on Friday August 1. The new system will provide greater access to books and other materials online. The current software will no longer be supported by the vendor, which necessitated migration to the new system. Library patrons will benefit from search history on demand, a more intuitive graphical look and feel and uninterrupted service 24 hours per day. Ms. Cervantes stated patrons did experience a minor disruption to service during the upgrade when all branches of the Library closed for 48 hours from 5:00 p.m. Wednesday August 6th to 12:00 p.m. on Friday, August 8th.

Ms. Cervantes reported the new joint San Jose State/Main Public Library (Martin Luther King, Jr.) opened on Friday August 1st. The Library will hold its grand re-opening on Saturday, August 16th from 10:00 a.m. to 4:00 p.m.

Joint Powers Authority

Council Member Steve Tate

Mr. Tate announced the Campaign Steering Committee will meet on Friday August 15th to begin forming the strategy for the campaign. Mr. Tate also stated the effect of the State's decision to not provide "backfill" from the VLF for 3 months will also affect the City.

Mr. Tate reported the City Council did review the City's interview process for the appointment Commission members. He stated the Council would like to re-engage former Commissioner Keeshen, but he believed she was not interested in becoming involved with the Commission again, but perhaps might be interested in a new role. Commissioner Cameron asked if the Council was willing to expand the Library Commission to 10 members. Mr. Tate stated the Council would be open to expanding the Commission. Commissioner Anderson stated the Library Foundation is seeking individuals to serve on the Board of Directors. He added Ms. Keeshen would be a strong candidate. Commissioner Stanaway asked if the Council would be willing to add a Commissioner that would serve as an alternate member. Mr. Tate responded the addition of an alternate member of the Commission would be up to the Commission itself. Ms. Stanaway added alternate members do not always feel valued if they are not allowed to vote on Commission issues. Chair Gregg stated the an alternate might not be motivated to attend meetings on a regular basis if he/she were not allowed to vote.

Mr. Tate stated the Council does feel comfortable in the methodology used to select Commissioners. The members of the Council stated they felt they needed more information on the background of each candidate and the current issues before each Commission. Chair Gregg asked if the Commission would need to send a recommendation to Council if the Commission wanted to add an alternate member. Mr. Tate responded no formal recommendation would be needed. Commissioner Stanaway asked if the Council discussed the method used to inform people of the Council's decision to appoint or not appoint a candidate to a Commission. Mr. Tate stated the Council did not specifically address that issue, but he assured the Commission candidates will be informed of the Council's decision as soon as possible.

Mr. Tate reported the Office of Library Construction announced the public hearing on the Library Bond grant has been scheduled for October 28th. He noted this date is several weeks after the Recall Election and that there is no commitment from the State to announce grant awards on that day. Ms. Cervantes added the result of the election might trigger changes on the Library Bond Construction Board. Mr. Tate stated the City is still considering hiring a lobbying firm and community leaders from varying sectors of the community will be solicited to send letters of support to Dr. Starr. Commissioner Nale asked if the funds for Library Grant could be diverted due to the budget crisis. Mr. Tate responded the funds could not be diverted but the State could choose not to sell the bonds, which would be used to finance the grant awards.

2. MORGAN HILL LIBRARY REPORT

Acting Community Librarian
Nancy Howe

Ms. Howe announced she is has been appointed as the new Community Librarian for Morgan Hill. She has been serving as the Acting Community Librarian for 3 to 4 months. She is currently finishing her duties at County Library Headquarters in San Jose and will begin her new post in

September. Ms. Howe provided the Commission with information on her background. Ms. Howe holds a degree in Library Science from UCLA. She worked as a Librarian and then left the field for approximately 15 years. During that time she worked in fund distribution, community development, and problem solving for the United Way. She also worked as a consultant for non-profit organizations. She returned to the library profession as a part-time Librarian at the Saratoga Library and then moved to Library Headquarters to work on outreach, the book mobile and development. Chair Gregg congratulated Ms. Howe on her appointment on behalf of the Commission.

Ms. Howe reported circulation for the month of July was up 5% over 2002. July's circulation was 52,395. The Summer Reading Program was a success. Over 500 youth and teens participated in the program. Attendance at Library programs during July was so great, the programs had to be moved outside. Ms. Howe also reported the computer upgrade went smoothly for the Morgan Hill Library and the Library's web page has been re-designed. Teen Services Librarian, Jody Wilson and Ms. Howe, attended the July Youth Advisory Committee meeting. Ms. Howe stated the meeting was a good start to begin discussions of the After-School Tutor Program and provide awareness of available services for teens. On August 19th, Ms. Howe will speak to the Morgan Hill Kiwanis Club to provide information on library services.

3. LEGISLATIVE COMMITTEE

Vice-Chair Dillmann

Vice-Chair Dillmann reported the State's budget impact on the Library is not as bad as it could be, but further detrimental effects could be experienced if there is continued revision to the State budget as approved.

CONSENT CALENDAR

4. APPROVAL OF MEETING MINTUES OF JULY 14, 2003

Vice-Chair Dillmann motioned to approve the minutes. Commissioner Cameron seconded the motion. Motion approved (8:0).

BUSINESS

5. YOUTH ADVISORY COMMITTEE - AFTER SCHOOL TUTOR PROGRAM

Recommended Action: Information Item. Representatives from the Youth Advisory Committee will provide an update on concept of an After School Tutor Program to be held at the Library. Youth Advisory Committee item to be under "Reports" on an as needed basis for subsequent agendas.

No members of the Youth Advisory Committee (YAC) attended the meeting, therefore Chair Gregg deferred the item. Vice Chair Dillmann stated it appeared as if the youth representation issue had gone full circle. Members of the YAC indicated several months ago they felt they should be involved in commissions and they have recently indicated they still do not have adequate time to become actively involved with another commission. Commissioner Salzano stated she would like to have more youth involvement on City commissions, but feels there are not enough issues to keep

them interested. Staff Balagso stated at the last meeting the consensus of the Commission was to include a report from the Youth Advisory Committee under the "Reports" section the agenda. There would only be a report if there were an issue the YAC wanted to address. She asked if the Commission wanted to keep the report as agreed upon in July. Chair Gregg directed her to keep the report as part of the agenda. Commissioner Salzano suggested Staff Balagso email the Library Commission agenda to the Chair and Vice Chair of the YAC to keep them informed.

Councilmember Tate stated he felt the members of the YAC had learned a valuable lesson from this process even though there is no direct youth involvement on the Library Commission at this time. Mr. Tate indicated the Library Commission was the only City Commission which has made an attempt to reach out and include youth. Mr. Tate added the Library Commission shared the level of involvement necessary to serve on a Commission with the youth and added it is important to keep sending the message of inclusion to the youth of our community. A survey conducted by the Youth Empowered for Success indicated youth in Morgan Hill felt they were not valued by the community. The efforts of the Library Commission to include youth demonstrate that the Commission does value youth. Commissioner Salzano stated she felt the Library Commission's efforts had worthwhile and planted a seed, which might not be visible immediately.

6. LIBRARY FUND RAISING SUB-COMMITTEE

Recommended Action: Information Item. The Fund Raising sub-committee will provide a report.

Commissioner Anderson reported Commissioners Cameron Dillmann and Nale attended the previous Friends of the Library meeting. Commissioner Cameron stated he volunteered to get tax information from the Friends organization. He stated they do have tax-exempt status under a 501(c) 3, but are not incorporated. He also stated he is researching whether or not the Friends are considered City volunteers under the City's Volunteer Program.

The sub-committee continues to work on identifying strong community leaders to serve on the Board of Directors for the Library Foundation. The sub-committee is also looking for a Chairperson for the Foundation. He asked the Commission for recommendations of prospective candidates for the Board. Commissioner Nale stated the Foundation needs people who are good at fund raising. Vice Chair Dillmann stated the sub-committee should speak to several prospective Board members to identify a strong Chair who will be dedicated to the project and can raise funds. He asked if anyone had contacted Leadership Morgan Hill. Mr. Tate responded he will contact Leadership Morgan Hill. He is going to speak to this year's class regarding, what graduates can do once they've completed the program. Chair Gregg asked that this item be placed on the September agenda.

7. MORGAN HILL LIBRARY EMPLOYEE RECOGNITION EVENT – SEPTEMBER 15

Recommended Action: Information Item. Library Commission to discuss plans for the Employee Recognition Event to be held at the Library.

Vice-Chair Dillmann stated he contacted a consultant who provided information on a price per person of \$15 for a catered luncheon with cold cuts and salads. He stated that if the food was purchased at Costco, the price could be significantly cheaper, perhaps \$6 per person. If the Commission wanted to hold a catered lunch, Vice-Chair Dillmann indicated each Commission member should contribute \$54 to the event. Vice Chair Dillmann added if the Commission did not want to hold an event, the funds could be used to purchase a gift for the Library. He added the event should not be held in the first part of September due to

the start of the school year. Chair Gregg stated she believed the Commission agreed to hold the event on September 15th and not to hold a luncheon, but rather provide desserts in the afternoon. Vice Chair Dillmann stated a delegation which includes the Mayor and members of the Sister City Committee will be in Mexico on September 15th to formalize the relationship between Morgan Hill and San Martin de Hidalgo. Commissioner Salzano asked how many staff members would attend the event. Nancy Howe responded that although there are approximately 40 library staff members, the Commission could plan to serve 20 staff members due to scheduling etc. She added the best days of the week to hold an event would be Tuesday through Thursday between 1:00 p.m. and 3:00 p.m. These days are not as busy as Monday and Friday and the early afternoon will enable most staff members to enjoy the dessert before or after their shift.

Chair Gregg suggested the Thank You event be held on Tuesday, September 30th from 1:00 p.m. to 3:00 p.m. at the Library. Commissioner Cameron suggested sheet cake, coffee and tea be served. Commissioner Salzano offered to organize gathering the plates, forks, knives, napkins and cake from Costco. Staff Balagso stated there are funds available to pay for these items. Commissioner Salzano can turn in her receipt to Staff Balagso be reimbursed by the City. Commissioner Stanaway stated a letter of appreciation to the staff from the Library Commission would be a nice touch. Commissioner Dillmann volunteered to prepare the letter prior to the September meeting. The letter will be signed by members of the Commission at the September meeting.

ANNOUNCEMENTS

County Librarian Cervantes announced the Morgan Hill Friends of the Library donated \$2,000 to the special tax campaign and may have the opportunity to make another donation during this fiscal year.

Commissioner Nale announced he completed the letter of response to the Council regarding Sunday Hours. Chair Gregg will sign the letter on behalf of the Commission.

REQUESTS FOR FUTURE ITEMS

Commissioners have requested that the following agenda items be placed on the Library Commission agenda for the next meeting or on a future date:

1. September 30 Library Staff Recognition Event
2. Library Fund Raising Sub-Committee Status Report
3. Library Involvement in Taste of Morgan Hill
 - Community Librarian Howe to contact the City's Taste of Morgan Hill Committee to learn if Library can be involved
 - Ms. Howe suggested story telling, puppet show or library card registration
 - Library can provide bookmarks and graded reading lists to public
4. Community Letter Writing Campaign
5. School/Library Cooperation
6. Vision for the Library of the Future

ADJOURNMENT to the next monthly meeting scheduled on **September 8, 2003** in City Council Chambers.

Commissioner Anderson moved to adjourn the meeting. Commissioner Cameron seconded the motion. Motion approved (8:0)